

# Application for Employment



Date: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Person to contact in an emergency: \_\_\_\_\_ Phone: \_\_\_\_\_

**Availability** (Store Hours 10:00am – 10:00pm, 7 days a week)

Part Time  Full Time  Temp./Holiday

*Please Specify Hours Available*  
 Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Th. \_\_\_\_\_ Fri. \_\_\_\_\_ Sat. \_\_\_\_\_ Sun. \_\_\_\_\_

Total Hours Available per Week: \_\_\_\_\_ Start Date: \_\_\_\_\_

**Education**

	Name and location of school	Years attended	Degree	Program: major/minor
College				
High School				
Other				

Honors, Achievements, Extracurricular Activities: \_\_\_\_\_  
 \_\_\_\_\_

Hobbies, Interests: \_\_\_\_\_  
 \_\_\_\_\_

Do you consider yourself an artistic/creative person? Explain: \_\_\_\_\_  
 \_\_\_\_\_

**Employment History**

Please give accurate and complete full-time employment record. Start with present or most recent employer. Include military experience if applicable.

***Position #1***

Company Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Employed (Month and Year) From: \_\_\_\_\_ To: \_\_\_\_\_

Describe your work: \_\_\_\_\_  
\_\_\_\_\_

May we contact this employer? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If not, why not? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

***Position #2***

Company Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Employed (Month and Year) From: \_\_\_\_\_ To: \_\_\_\_\_

Describe your work: \_\_\_\_\_  
\_\_\_\_\_

May we contact this employer? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If not, why not? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

***Position #3***

Company Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Employed (Month and Year) From: \_\_\_\_\_ To: \_\_\_\_\_

Describe your work: \_\_\_\_\_  
\_\_\_\_\_

May we contact this employer? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If not, why not? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Work Eligibility**

Are you eligible to work in the United States? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Have you been convicted of or pleaded no contest to a felony within the last five years?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Have you been convicted of, pleaded guilty to, or pleaded no contest to, an act of dishonesty, or breach of trust or moral turpitude, such as misdemeanor petty theft, burglary, fraud, writing bad checks, and other related crimes within the last five (5) years? \* Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Do you have other special training or skills (additional spoken or written languages, artistic skills, ceramic/pottery experience, etc.)?

\_\_\_\_\_  
\_\_\_\_\_

*\*Conviction of a crime, or pleading guilty to a criminal charge, will not necessarily disqualify you from the job for which you are applying. Each conviction or plea will be considered with respect to time, job relatedness, and other relevant factors.*

**References**

Name	Years Known	Telephone Number	Relationship	May we contact?

**Conditions of Employment**

Daydreams Ceramic Café, Inc. sets high standards for its employees, and compliance with these standards is a condition of employment. If you are offered a position with Daydreams Ceramic Café, Inc., you need to carefully consider what we would require of you before you accept. As an employee, you must do everything you can to make our external and internal customers feel like customers, including:

- Following our standards of professionalism
- Smiling and making eye contact
- Arriving on time
- Maintaining a positive, enthusiastic attitude
- Treating coworkers with respect
- Offering exit appreciation to clients
- Being honest and dedicated in your work
- Using proper phone etiquette
- Completing necessary training requirements
- Expediting customers' transactions/requests quickly and professionally
- Following company policies and procedures
- Assisting customers
- Following directions
- Meeting standards of work quality and quantity
- Maintaining a professional appearance and complying with the company dress code
- Accepting a work schedule that may require holiday work

Are you willing and able to comply with all the requirements listed? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If your answer is no, or if you have concerns about being able to comply with any of these requirements, please explain:

\_\_\_\_\_